

MEMPHIS-SHELBY COUNTY HEALTH DEPARTMENT

A C Wharton, Jr., Shelby County Mayor

Notice

and

Application

for

Riverview-Kansas Community Environmental Enhancement Grant

Deadline for Submittal: April 30, 2008



Riverview-Kansas Community Enhancement Grant

I.

Notice and Request for Applications

In December 2007, Shelby County Mayor A C Wharton, Jr. publicly announced the availability of community grants in the aggregate amount of \$150,000 for environmental enhancement projects focusing on the Riverview-Kansas community in the vicinity of Florida Street/Kansas Street and Mallory Avenue in the City of Memphis, Tennessee. The purpose of these grants is to make funds available on a one-time basis to non-profit entities, recognized community development organizations, or neighborhood and environmental groups in the Riverview-Kansas community that partner with a 501(c)(3) organization to engage in a grass-roots project to enhance the environment in the area of focus.

The community enhancement grants will be awarded to successful applicants for varying amounts depending upon the need for grant support and the scope of the project proposed. Generally, grant awards will be divided into two categories: 1.) Small grants of \$10,000 or less; and 2.) Large grants in amounts that exceed \$10,000.00.

The recipients of these community enhancement grants must submit an application (in triplicate) by **Wednesday, April 30, 2008**, and all Grant funds must be expended and the projects fully implemented no later than **May 1, 2009**. Fully completed Grant applications must be post marked by **April 30, 2008** or received in the office of Ronné Adkins, Memphis-Shelby County Health Department by 4:30 p.m. on **April 30, 2008**. Applications that are late, incomplete or do not meet the eligibility criteria will not advance through the review process or be considered for funding. Applicants will be notified that the application did not meet submission requirements or otherwise has been denied. Completed Grant applications should be mailed or delivered to the following address:

**Director Yvonne Madlock
Memphis-Shelby County Health Department (MSCHD)
C/o Mr. Ronné Adkins
Shelby County Air Quality Coordinator
814 Jefferson Ave., Room 438 P
Memphis, TN 38105**

Any questions concerning the application process and/or projects or groups eligible for funding by these community grants should be directed in writing to Mr. Ronné Adkins at the above address, or questions may be submitted by fax at: (901) 544-7654. Questions may also be submitted via e-mail to Ronné Adkins at: Ronne.Adkins@shelbycountyttn.gov. In addition, Ronné Adkins can be reached via phone or voice mail at (901) 544-6826. (Note: Completed Grant Applications may be submitted by fax or e-mail, but the original application must be post-marked by **April 30, 2008** or delivered to the above address by 4:30 p.m. **April 30, 2008**.)

II.

Area of Focus

The geographic area of focus for projects funded by these community enhancement grants is the Riverview-Kansas community. The Riverview-Kansas community is located within the 38109 zip code of the City of Memphis. The geographic boundaries for these grants are Nonconnah Creek to the South, McKellar Lake to the West, McLemore to the North, and Third Street/Hwy 61 to the East. However, projects located in the area immediately adjacent to these boundaries will be considered for funding, provided residents to be served will uniquely benefit in a way that enhances the environment in the Riverview-Kansas community.

III.

Eligible Applicants

These community environmental enhancement grants are focused toward local neighborhood groups in the Riverview-Kansas community. However, applicants located elsewhere in Shelby County, Tennessee, who submit applications for projects that enhance or improve the environment within the area of focus will be given consideration for funding. If the applicant is *not* designated as a not-for-profit corporation under the laws of Tennessee and a 501(c)(3) organization the applicant must partner with an organization that meets this criteria. This can include a recognized community development organization, environmental group, or other entity approved by MSCHD that will agree to serve as fiscal agent for the applicant and submit a joint Grant application request.

IV.

Eligible Projects

Projects eligible for funding by these community enhancement grants must enhance or improve the environment within the Riverview-Kansas community area of focus. Without limiting the type, scope or nature of the projects eligible for funding, examples that will be given priority for grant funding include projects that will:

- ✓ Empower the Riverview-Kansas community about environmental matters through education, training and outreach.
- ✓ Involve Riverview-Kansas community residents in grass-roots efforts to address and alleviate local environmental or public health issues.
- ✓ Promote education and improvement of air quality in the Riverview-Kansas community.
- ✓ Promote enhancement and preservation of natural resources and community assets in the Riverview-Kansas community.
- ✓ Promote livable neighborhoods in the Riverview-Kansas community.
- ✓ Promote community utilization, preservation and enjoyment of parks, natural resources and public spaces in the Riverview-Kansas community.

V.
Contents of Application

Applications *must* include the following objectives:

- 1.) Summary of project proposal: Brief (one page or less) summary of who is applying, for what purpose, and proposed activities.
- 2.) A detailed narrative of the proposed project with specific information on plan of activities, rational (i.e. why it is needed), goals, expected outcomes (i.e. deliverables and who will perform the work), timeline, and how project will enhance or improve the environment within the area of focus.
- 3.) Measures of effectiveness to show progress and performance (i.e. provide quantitative and/or qualitative performance measures).
- 4.) A detailed budget for the proposal, including any cash or in-kind contributions of applicant, if any.
- 5.) A current copy of the 501(c)3's bylaws and list (with addresses) of board of directors (BOD).
- 6.) A copy of the IRS determination letter or commitment letter of proposed fiscal agent.
- 7.) A copy of the 501(c)3's last Corporation Report to the State or such report submitted by fiscal agent.
- 8.) A copy of the board of directors' minutes approving the application for grant funds.
- 9.) At least two letters of support from relevant sources in area of focus regarding their proposal.

VI.
Fiscal Control

Community enhancement grants will be awarded only to applicants that submit (IN TRIPLICATE) a detailed plan and budget for use of the Grant funds. Applicants must be able to demonstrate their ability to maintain proper oversight and fiscal control of the Grant funds in order to be eligible for award of these Community enhancement grants. Applicants must execute a contract WITH SHELBY COUNTY for the acceptance and use of Community enhancement grant funds within ten (10) business days of Notification of Award. A Final ACCOUNT AND PROJECT REPORT for all funds awarded and expended must be submitted to MSCHD no later than the date projects must be fully implemented, EITHER PURSUANT TO THE DATE SHOWN ON THE SIGNED CONTRACT, OR no later than **May 1, 2009**.

Use of a fiscal agent:

Grant applicants that are not a 501(c)(3) organization and designated as a not-for-profit corporation under the laws of Tennessee must furnish a letter of commitment from their fiscal agent. This letter must clearly state the name of the receiving entity, reference the project and commit the fiscal agent to be fully responsible for all monies received, spent and the accounting thereof.

VII.

Selection Criteria

The following criteria will be used to rank awardees for this project:

- 1.) **Plan.** Does the plan adequately address each of the objectives described in Section V hereinabove? Additionally, how well does the narrative specifically describe how the applicant will enhance the environment in the Riverview-Kansas community? How complete and comprehensive is the plan for carrying out the project? Does the plan include quantitative and/or qualitative performance measures? What measures of effectiveness are in place to show progress and performance? (60 points)
- 2.) **Methods.** Are the proposed methods feasible? To what extent will they accomplish the project goals? (30 points)
- 3.) **Personnel.** Do the staff members, sub-contractors and/or volunteers have appropriate experience? Are their roles clearly defined? As described, will the staff, sub-contractors, and/or volunteers be sufficient to accomplish the project goals? (10 points)
- 4.) **Budget.** (Reviewed, but not scored. Must fully satisfy requirements of Parts V and VI hereinabove.)

VIII.

Non-Discrimination

Applicants are hereby notified, and must agree in order to be eligible for award of a community enhancement grant, that:

No person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, function, service, planning activity, contract, operation or other activity of Shelby County Government receiving financial assistance, directly or indirectly, or any other program, function, service, activity, contract or operation responsible to Shelby County Government, directly or indirectly.

IX.
Schedule of Community Outreach Meetings

To answer any questions, ensure awareness, input and involvement of residents and stakeholders in the Riverview-Kansas community in the planning, application process and implementation phase of this community-county partnership for the environmental enhancement of the Riverview-Kansas area, the following community discussions/meetings have been scheduled:

DATE	TIME	LOCATION	CONTACT
March 25, 2008	3:30 p.m.	Bloomfield Full Gospel Church 123 South Parkway, Memphis, TN 38112	(901) 544-6826
March 25, 2008	7:00 p.m.	Bloomfield Full Gospel Church 123 South Parkway, Memphis, TN 38112	(901) 544-6826

Note: Grant Applications will be available at each of these scheduled events.

If your group or organization is unable to attend any of these scheduled sessions and/or you would like to arrange a community discussion/meeting at a particular location and date, please contact Ronné Adkins prior to the application deadline at: Phone: (901) 544-6826 / FAX: (901) 544-7654 or via E-mail at: Ronne.Adkins@shelbycountyttn.gov. Correspondence may be mailed to Ronné Adkins at:

Mr. Ronné Adkins
Shelby County Air Quality Coordinator
Memphis-Shelby County Health Department (MSCHD)
Air Pollution Control
814 Jefferson Ave.
Memphis, TN 38105

Additionally, if you or your organization needs additional Grant Applications, please contact Mr. Ronné Adkins as indicated above.

GRANT DEADLINE

All Grant Applications must be submitted no later than: **April 30, 2008 (4:30 p.m.)**

Application Form
Riverview-Kansas Community Environmental Enhancement Grant

Name of Applicant: _____

Address _____
_____ Zip: _____

Phone: () _____ - _____

E-mail: _____

Form of Organization:

501(c)(3) Yes ____ No ____

Other (Describe):

Names & Addresses of All Board Members:

_____	Address _____	Zip _____
_____	Address _____	Zip _____
_____	Address _____	Zip _____
_____	Address _____	Zip _____
_____	Address _____	Zip _____
_____	Address _____	Zip _____
_____	Address _____	Zip _____
_____	Address _____	Zip _____
_____	Address _____	Zip _____
_____	Address _____	Zip _____
_____	Address _____	Zip _____
_____	Address _____	Zip _____
_____	Address _____	Zip _____
_____	Address _____	Zip _____
_____	Address _____	Zip _____

Fiscal Agent for Applicant: _____

Address _____
_____ Zip: _____

Phone: () _____ - _____

E-mail: _____

Form of Organization:

501(c)(3) Yes ____ No ____

Summary of Proposed Project (One page or less):

Detailed Description of Proposed Project:

Please see section V. for directions

Detailed Description of Proposed Project (Continued):

Timeline for Proposed Project:

Deliverables:

Total Amount Requested:

Project Budget:

Budget *must* include the following, however if you have other categories, please do not hesitate to add them:

Personnel costs

Materials

Outside contracts

List Applicant's Contribution or In-kind Resources, If Any:

In-kind contributions or resources are defined as a non-cash input which can be given a cash value that are not being funded by the grant but are still applicable to your project.

Here are some examples of in-kind contributions:

- *A private company donates cash, services or materials to your project.*
- *A consultant donates his/her time to your project.*
- *An organization (yours or another) donates the use of office space or staff time.*

Miscellaneous Information in Support of Application:

Assurance of Nondiscrimination:

Do Applicant and fiscal agent, if any, give assurance that they will fully comply with nondiscrimination provisions set forth in Part VI of the Notice of Grant and all applicable laws, statutes and ordinances prohibiting discrimination?

Yes: ____

No: ____

Applicants for Large grants in amounts that exceed \$10,000.00 must complete the following section. The following section is *optional* for applicants for Small grants of \$10,000 or less.

Other Supporting Information / Documentation:

(Attach to Grant Application)

Acknowledgement

This Application is hereby submitted in accordance with the provisions set forth in the Notice of Grant. Applicant agrees to comply with all requirements of this Grant.

Name of Applicant / Entity / Organization Requesting Grant:

Address: _____

Phone: (____) _____

By:

Signature: _____

Print Name: _____

Title: _____

Date: _____

Phone: _____